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ABSTRACT

This faculty handbook was created to provide full-time faculty at Northland Pioneer College with the kinds of information they need about policies and procedures at the college. The handbook is organized into seven sections: (1) Administration, dealing with the philosophy of administration and containing a glossary of terms; (2) the Business Office, covering payroll, purchasing, bidding procedures, budget development, grants management and acquisition, and travel; (3) Public Information, discussing the development of semester schedules and the college catalog, news releases, and printing and publishing; (4) Facilities, clarifying procedures related to key issue and recovery, classroom requests, mail distribution, and classroom or office furniture relocation; (5) Student Services, explaining course challenge, withdrawal, repeating classes, grading procedures for final grades, the bookstore, and tutoring; (6) Personnel, outlining policies related to affirmative action, grievances, the 1979-80 salary plan, fringe benefits, hiring and leaves of classified staff, and faculty assignment classification scheme and evaluation; and (7) Instruction, considering course planning, program development, textbook selection, class cancellation/minimum enrollment, field trips, course guides and outlines, and course and program evaluation. (AYC)

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NORTHLAND PIONEER COLLEGE

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Faculty Handbook 1979 - 80

JC 800 059

Dr. Marvin Vasher, President

Northland Pioneer College

Navajo County Community College District

This faculty handbook has been created in order to provide the full-time faculty at Northland Pioneer College with the kinds of information they need in order to carry out their commitment to our student body.

The book is made up of procedures from the Business Office, Public Information, Facilities Office, Student Services, Personnel Office, the Office of Instruction and the Office of the President.

If you are unable to find a needed procedure in the full-time faculty handbook you are invited to visit your center Learning Resource Center to review the complete Policies and Procedures Manual. If you are still unable to find a procedure needed, you are invited to review procedure number 2100, Development and Implementation of Procedures.

I sincerely hope this handbook provides all full-time faculty with the information needed. If you have any suggestions on how the book might be improved feel free to contact either me or Dr. Arvin Palmer.

Marvin L. Vasher

Holbrook Administration: 203 W. Hopi Drive, Holbrook, AZ 86025 • **Winslow Center:** P. O. Box AT, Winslow, AZ 86047
Snowflake Center: P. O. Box 1000, Snowflake, AZ 85927 • **Show Low Center:** P. O. Box Y, Show Low, AZ 85901
Oraibi Center: P. O. Box 267, Oraibi, AZ 86039 • **Whiteriver Center:** P. O. Box 1374, Whiteriver, AZ 85941

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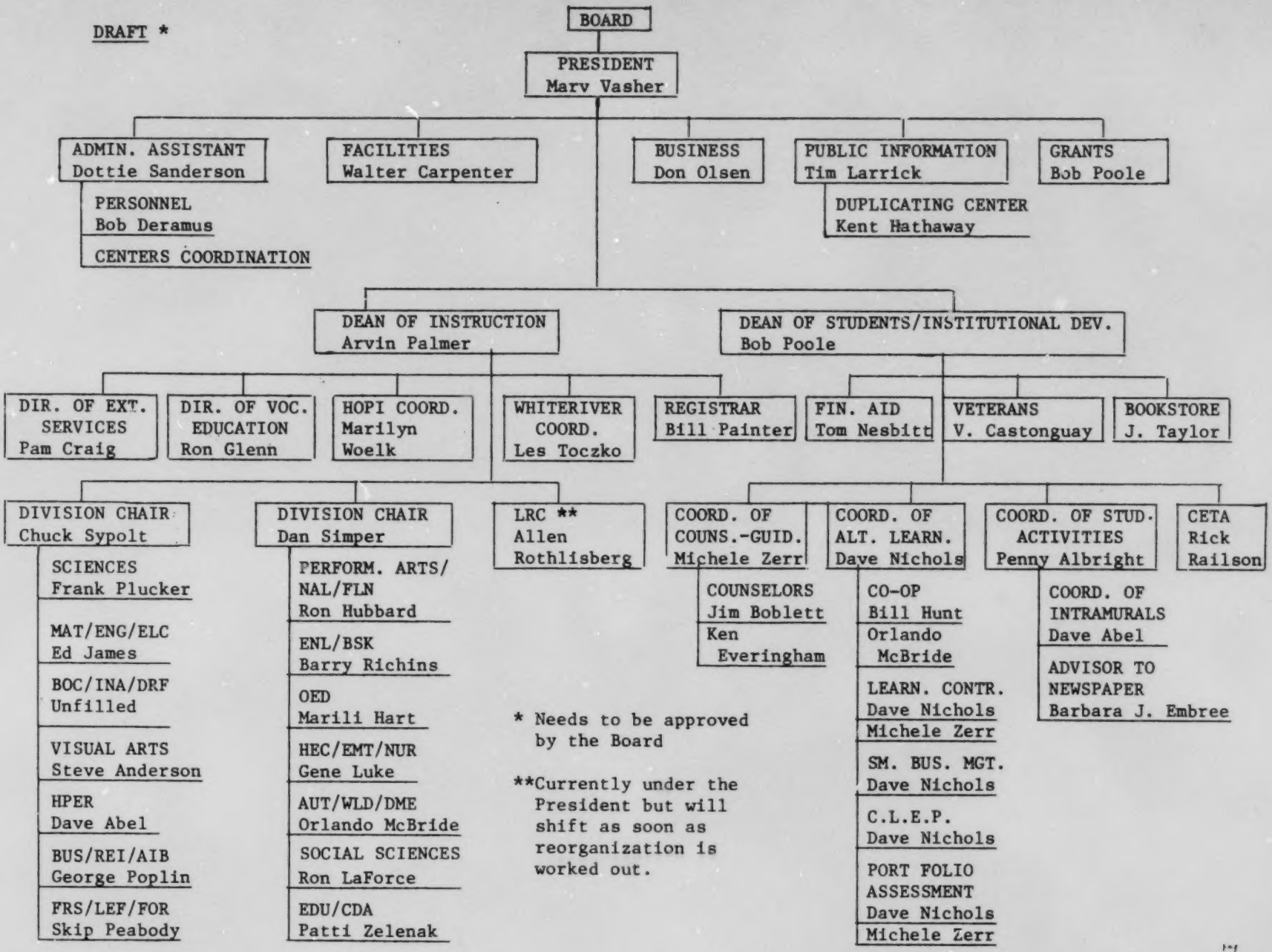
DRAFT *



* Needs to be approved by the Board

**Currently under the President but will shift as soon as reorganization is worked out.

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DRAFT

NORTHLAND PIONEER COLLEGE
CALENDAR
1979-80 Academic Year

AUGUST			
1 (Wed.)			Management Staff (all 10-month people) report to work
1 (Wed.)	10:00 a.m.	SF	Administrative Group Mtg. (Instructional)
7 (Tues.)	8:30 a.m.	HL	President's Cabinet
20 (Mon.)			All Full-Time Faculty report to work
20 (Mon.)	10:00 a.m.	HL	All staff Orientation meeting
25 (Sat.)	9:30 a.m.- 12:30 P.M.	HL	Satellite Unit Coordinators Workshop
27 (Mon.)			Fall Semester Registration begins in Centers
28 (Tues.)			Registration begins in Satellite Units
28 (Tues.)	8:30 a.m.	HL	President's Cabinet
29 (Tues.)	1:00 p.m.	HL	District Governing Board meeting
(on call)			Curriculum Committee & I-Team meetings
SEPTEMBER			
3 (Mon.)			Labor Day (no classes)
4 (Tues.)			First Day of Classes
4 (Tues.)	8:30 a.m.	HL	President's Cabinet
7 (Fri.)	10:00 a.m.	SF	Meeting for Center Class Cancellation
13 (Thurs.)	9:00 a.m.	SF	Administrative Group Mtg. (Instructional)
14 (Fri.)	1:00 p.m.	SF	Meeting for Satellite Unit Class Cancellation
18 (Tues.)	8:30 a.m.	HL	President's Cabinet
21 (Fri.)	1:00 p.m.	SF	Curriculum Committee meeting
21 (Fri.)	9:00 a.m.	SF	First meeting of scheduling team
21 (Fri.)			Last day to register or add classes without instructor/counselor permission

(Cont'd)

SEPTEMBER (Cont'd)

25 (Tues.)	1:00 p.m.	WN	District Governing Board meeting
27 (Thurs.)	9:00 a.m.	SN	Administrative Group Mtg. (Instructional)
28 (Fri.)	9:00 a.m.	HL	Institutional Council

OCTOBER

2 (Tues.)	8:30 a.m.	HL	President's Cabinet
5 (Fri.)	9:00 a.m.	SF	Instructional Team Meeting
6 (Sat.)	10:00 a.m.- 3:00 p.m.	HL	All Faculty Convocation
11 (Thurs.)	9:00 a.m.	SF	Administrative Group Mtg. (Instructional)
12 (Fri.)			Last day to drop classes
15 (Mon.)			Initial schedule proposals to committee for Spring, 1980
16 (Tues.)	8:30 a.m.	HL	President's Cabinet
18 (Thurs.)	10:00 a.m.	SF	Meeting w/Dir. of Ext. Serv. & Hopi & Whiteriver Coordinators
18 (Thurs.)			45th Day
19 (Fri.)	9:00 a.m.	SF	Scheduling Team meeting
23 (Tues.)	1:00 p.m.	SL	District Governing Board meeting
25 (Thurs.)	9:00 a.m.	SF	Administrative Group Mtg. (Instructional)
26 (Fri.)	9:00 a.m.	SF	Curriculum Committee meeting
26 (Fri.)	8:30 a.m.	HL	Institutional Council
22-Nov. 2	9:00 a.m.	SF	Scheduling Team meetings as needed

NOVEMBER

1 (Thurs.)			Courses for vocational funding must be submitted to State Board
2 (Fri.)			Book orders due in Bookstore
2 (Fri.)			Spring Schedule completed
6 (Thurs.)	10:00 a.m.	SF	Meeting with Dir. of Ext. Serv. & Hopi & Whiteriver Coordinators

(Cont'd)

NOVEMBER (Cont'd)

7 (Wed.)	8:30 a.m.	HL	President's Cabinet
9 (Fri.)			Veterans Day (no classes)
15 (Thurs.)	9:00 a.m.	SF	Administrative Group Mtg. (Instructional)
16 (Fri.)	9:00 a.m.	SF	Instructional Team meeting
16 (Fri.)	1:00 p.m.	SF	Curriculum Committee meeting
20 (Tues.)	8:30 a.m.	HL	President's Cabinet
22-23 (Th.-Fri.)			Thanksgiving Break (no classes)
27 (Tues.)	1:00 p.m.	SF	District Governing Board
29 (Thurs.)	9:00 a.m.	SF	Administrative Group Mtg. (Instructional)
30 (Fri.)	10:00 a.m.	HL	All College Forum

DECEMBER

4 (Tues.)	8:30 a.m.	HL	President's Cabinet
7 (Fri.)			Last day to withdraw from classes
13 (Thurs.)	9:00 a.m.	SF	Administrative Group Mtg. (Instructional)
14 (Fri.)	9:00 a.m.	SF	Instructional Team meeting
21 (Fri.)			End of Fall Semester
22-Jan. 13 (Sat.-Sun.)			Christmas Break (Students only)
22-Jan. 6 (Sat.-Sun.)			Christmas Break (Teaching Faculty)
22-Jan. 1 (Sat.-Tues.)			Christmas Break (Admin. & Staff)

JANUARY

7 (Mon.)			Spring Semester Registration begins/Centers
8 (Tues.)			Registration begins in Satellite Units
8 (Tues.)	8:30 a.m.	HL	President's Cabinet
10 (Thurs.)	9:00 a.m.	SF	Administrative Group Mtg. (Instructional)
14 (Mon.)			Spring Semester Classes begin

(Cont'd)

JANUARY (Cont'd)			
18 (Fri.)	1:00 p.m.	SF	Class Cancellation for Centers
22 (Tues.)	1:00 p.m.	HL	District Governing Board meeting
24 (Thurs.)	9:00 a.m.	SF	Administrative Group Mtg. (Instructional)
25 (Fri.)	8:30 a.m.	HL	Institutional Council
25 (Fri.)	1:00 p.m.	SF	Class Cancellation meeting for Satellite Units
FEBRUARY			
1 (Fri.)	9:00 a.m.	SF	Curriculum Committee meeting
1 (Fri.)			Last day to register or add classes without instructor/counselor permission
5 (Tues.)	8:30 a.m.	HL	President's Cabinet
7 (Thurs.)	9:00 a.m.	SF	Administrative Group Mtg. (Instructional)
15 (Fri.)	9:00 a.m.	SF	Instructional Team meeting
15 (Fri.)			Last day to file application for graduation
18 (Mon.)			Presidents Day (no classes)
19 (Tues.)	8:30 a.m.	HL	President's Cabinet
21 (Thurs.)	9:00 a.m.	SF	Administrative Group Mtg. (Instructional)
22 (Fri.)			Last day to drop classes
22 (Fri.)	10:00 a.m.	HL	All College Forum
26 (Tues.)	1:00 p.m.	WN	District Governing Board meeting
27 (Wed.)			45th Day
28 (Thurs.)	10:00 a.m.	SF	Meeting w/Dir. of Ext. Serv. & Whiteriver & Hopi Coordinators
mid-February			Spring Budget Retreat (date to be announced)
MARCH			
4 (Tues.)	8:30 a.m.	HL	President's Cabinet
6 (Thurs.)	9:00 a.m.	SF	Administrative Group Mtg. (Instructional

MARCH (Cont'd)

7 (Fri.)	9:00 a.m.	SF	Scheduling Team meeting
7 (Fri.)	1:00 p.m.	SF	Curriculum Committee meeting
18 (Tues.)	8:30 a.m.	HL	President's Cabinet
20 (Thurs.)	9:00 a.m.	SF	Administrative Group Mtg. (Instructional)
21 (Fri.)	9:00 a.m.	SF	Instructional Team meeting
24-28 (Mon.-Fri.)			Spring Break (no classes)
25 (Tues.)	1:00 p.m.	SL	District Governing Board meeting

APRIL

1 (Tues.)	8:30 a.m.	HL	President's Cabinet
3 (Thurs.)	9:00 a.m.	SF	Administrative Group Mtg. (Instructional)
4 (Fri.)			Initial schedule proposals to committee for Fall, 1980
4 (Fri.)	10:00 a.m.	HL	All College Forum
10 (Thurs.)	10:00 a.m.	SF	Meeting w/Dir. of Ext. Serv. & Whiteriver & Hopi Coordinators
11 (Fri.)	9:00 a.m.	SF	Scheduling Team meeting
15 (Tues.)	8:30 a.m.	HL	President's Cabinet
17 (Thurs.)	9:00 a.m.	SF	Administrative Group Mtg. (Instructional)
18 (Fri.)	9:00 a.m.	SF	Curriculum Committee meeting
22 (Tues.)	1:00 p.m.	SF	District Governing Board meeting
25 (Fri.)			Last Day to withdraw from classes
25 (Fri.)	8:30 a.m.	HL	Institutional Council
14-May 2	9:00 a.m.	SF	Scheduling Team meetings as needed

MAY

1 (Thurs.)	9:00 a.m.	SF	Administrative Group Mtg. (Instructional)
1 (Thurs.)			Book orders due in Bookstore
1 (Thurs.)			Fall Schedule completed

MAY (Cont'd)				
2	(Fri.)	9:00 a.m.	SF	Instructional Team meeting
6	(Tues.)	8:30 a.m.	HL	President's Cabinet
9	(Fri.)			End of Spring Semester
10	(Sat.)			Graduation
15	(Thurs.)	9:00 a.m.	SF	Administrative Group Mtg. (Instructional)
22	(Thurs.)	10:00 a.m.	SF	Meeting w/Dir. of Ext. Serv. & Whiteriver & Hopi Coordinators
26	(Mon.)			Memorial Day
27	(Tues.)	1:00 p.m.	HL	District Governing Board meeting
JULY				
1	(Tues.)			Courses for vocational funding must be submitted to State Board

PROPOSED BUS SCHEDULE 1979-80

MORNING RUN

LEAVE		ARRIVE	
Lakeside	6:00 AM	Show Low	6:00 AM
Show Low	6:20 AM	Snowflake	6:45 AM
Snowflake	6:50 AM	Holbrook	7:25 AM
Holbrook	7:40 AM	Winslow	8:25 AM
Winslow	6:00 AM	Holbrook	6:45 AM
Holbrook	7:00 AM	Snowflake	7:35 AM
Snowflake	7:40 AM	Show Low	8:05 AM
Show Low	8:10 AM	Lakeside	8:25 AM

NOON RUN

Lakeside	11:30 AM	Show Low	11:45 AM
Show Low	11:50 AM	Snowflake	12:15 PM
Snowflake	12:20 PM	Holbrook	12:55 PM
Holbrook	1:00 PM	Winslow	1:40 PM
Winslow	11:30 AM	Holbrook	12:10 PM
Holbrook	12:15 PM	Snowflake	12:50 PM
Snowflake	12:55 PM	Show Low	1:20 PM
Show Low	1:25 PM	Lakeside	1:40 PM

AFTERNOON RUN

Lakeside	4:40 PM	Show Low	4:55 PM
Show Low	5:00 PM	Snowflake	5:25 PM
Snowflake	5:30 PM	Holbrook	6:05 PM
Holbrook	6:10 PM	Winslow	6:55 PM
Winslow	4:40 PM	Holbrook	5:25 PM
Holbrook	5:35 PM	Snowflake	6:10 PM
Snowflake	6:15 PM	Show Low	6:40 PM
Show Low	6:45 PM	Lakeside	7:00 PM

EVENING RUN

Lakeside	10:05 PM	Show Low	10:20 PM
Show Low	10:25 PM	Snowflake	10:50 PM
Snowflake	10:55 PM	Holbrook	11:35 PM
Holbrook	11:50 PM	Winslow	12:30 AM
Winslow	10:05 PM	Holbrook	10:45 PM
Holbrook	10:50 PM	Snowflake	11:30 PM
Snowflake	11:35 PM	Show Low	12:00 AM
Show Low	12:05 AM	Lakeside	12:25 AM

Lakeside to Show Low --- 15 minutes
Show Low to Snowflake -- 25 minutes
Snowflake to Holbrook -- 35 minutes
Holbrook to winslow ---- 45 minutes

Shuttles will stop at Finley, Henning and Ray's Texaco

I. ADMINISTRATION

NORTHLAND PIONEER COLLEGE'S

PHILOSOPHY OF ADMINISTRATION

When Dr. Palmer suggested that it would be extremely helpful for the staff if I would write a brief description of our administrative style for the faculty handbook I jumped at the opportunity. However, after several false starts and much rewriting I am finding it extremely difficult. First, it is very difficult to put on paper all of the things you are trying to do and secondly what ends up on paper is what you are striving for, but doesn't always happen. So! Now that you realize the degree of difficulty of this task and that we are not nearly as consistent as I would like us to be I feel ready to attack the problem in earnest.

The major thrust of Northland Pioneer College's administrative philosophy is an attempt to bring accountability to the college through the use of a system that reflects aspects of many other systems including management by objectives. This system works something like this:

The District Governing Board is the caretaker of the public charge and develops the college's mission and goal statements and approves all policy required to carry these out.

The President has a functional job description that reflects these goals and objectives developed by the Board. Using the functional job description, the President writes performance objectives that are negotiated with the Board.

Top Level Administrators who report to the President take out of his objectives the things they must do and add what they want to do. From these they write their own performance objectives that are negotiated with the President.

Other Administrators repeat this process with their immediate supervisors.

Classified Staff achieve accountability through functional job descriptions.

Faculty achieve accountability through negotiated workloads based on the Faculty Assignment Classification System and the Cafeteria Evaluation System.

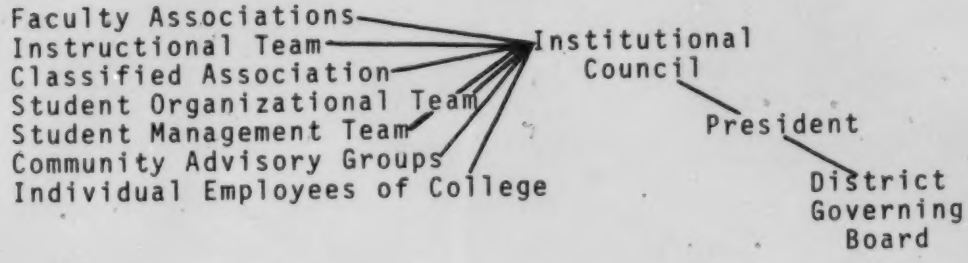
If this system of accountability is properly developed, the institutional set of functional job descriptions and performance objectives reveal for all external and internal agencies exactly

what the institution is capable of doing and what it is and isn't actually doing. We at NPC believe this system of accountability is what the general public deserves and what the system needs to effectively and efficiently use our resources to meet our students' needs.

A second concept in our philosophy of administration is to broaden the base of decision-making (governance and management) by sharing presidential responsibility and delegating authority to individuals and management teams throughout the organization.

Decisions at Northland Pioneer College are on two levels. The first level is the decisions that are made by the District Governing Board to develop policies that will govern the institution. The college Board has the exclusive prerogative to make governance-type decisions that result in policy statements. Although they have the exclusive right to make these decisions, we believe that the constituencies of the college should have a hand in developing the policy recommendations. This part of the decision-making process works something like this:

GRAPH I

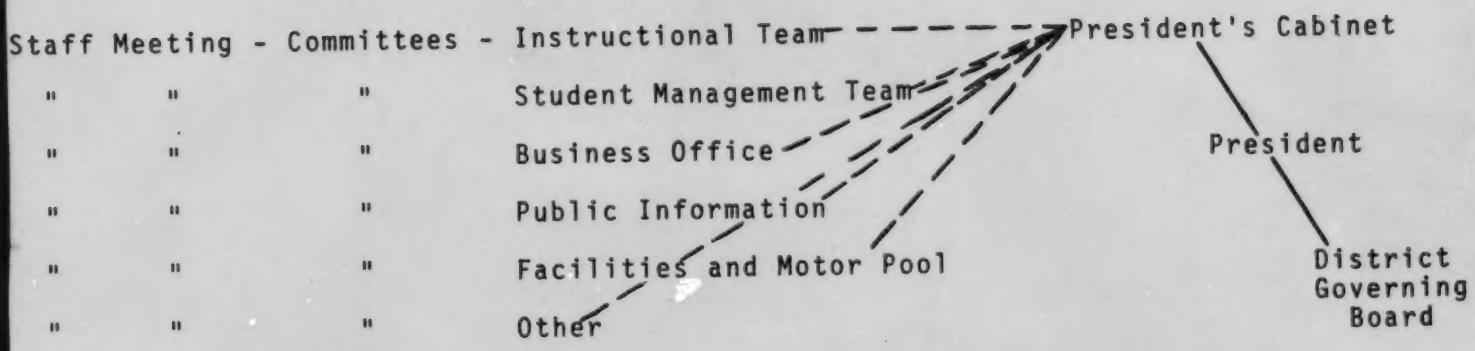


The other kinds of administrative decisions deal with the development and adoption of procedures to carry out policies. This part of the process is called management and is initially the sole responsibility of the President. The President receives from the Board the responsibility and the authority to act for the development and implementation of all college procedures. The President, in turn, shares responsibility and delegates authority to act to the Dean of Instruction, the Dean of Students, the Director of Business, the Administrative Assistant for Facilities and Motor Pool, the Coordinator of Management Information and the Public Information Officer.

Once this is done, the person sharing the responsibility and receiving the authority must decide what parts of the responsibility they will share, what parts of the authority they will delegate and whether it will be given to a team or an individual. Once this is decided the individual or team delegated to should

be allowed to determine their actions and strategies for the carrying out of the responsibility. (A team can share responsibility and assume an individual's authority in areas agreed to by both the individual and the team.) Thus, the decision-making dealing with the development and implementation of procedures is accomplished both by individuals and teams and graphically looks something like Graph II on the following page:

GRAPH II


Staff Meeting - Committees - Instructional Team
" " " Student Management Team
" " " Business Office
" " " Public Information
" " " Facilities and Motor Pool
" " " Other
President's Cabinet
President
District Governing Board

---------- Designates Information Only.

Thus the governance and management decision-making process would look like what is depicted on the following page on Graph III.

GRAPH III

NORTHLAND PIONEER COLLEGE'S

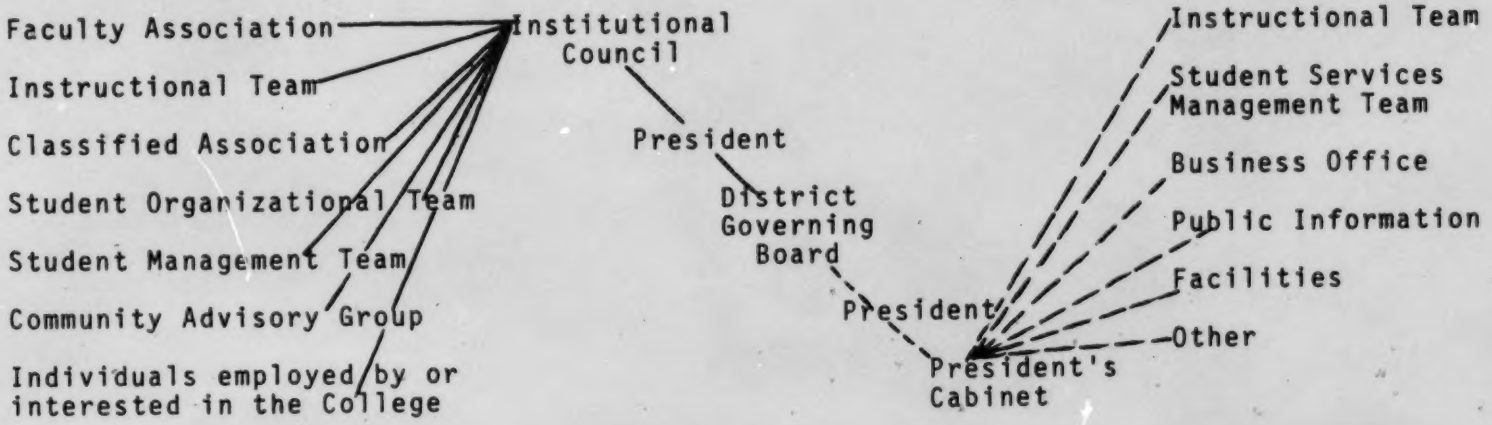
DECISION-MAKING PROCESS

GOVERNANCE

This is the exclusive prerogative of the District Governing Board but they have shared responsibility and delegated authority for recommending to the President who in turn has shared and delegated to the Institutional Council.

MANAGEMENT

This is the right of the President who has shared responsibility and delegated authority to individuals who in turn have shared and delegated to teams.



_____ Solid line designates recommendations for decisions.

---------- Broken line designates decisions have been reached and are being shared on an informational basis.

GLOSSARY OF TERMS FOR NORTHLAND PIONEER COLLEGE'S ADMINISTRATIVE STYLE

This glossary of terms has been developed in an effort to create better understanding. These definitions may not be listed in Webster's but do reflect what we at Northland Pioneer College mean by the words.

1. Accountability - This refers to the responsibility assigned to each individual employed by the college.

2. ACE Report - The Associated Consultants for Education were hired to develop a needs assessment and a long range plan. Their report is called the ACE Report.

3. Authority - This, once granted to an individual, confers exclusive right to make a decision. A supervisor cannot both retain authority and delegate it.

4. Budget Workbook - The Director of Business develops this document in October of each year, to assist faculty and staff in the development of the budget.

5. Committee - This is a group of people that share common goals, objectives and problems but they do not control sufficient resources to reach a decision. A committee can only recommend.

6. Effectiveness - The degree to which you achieve what you say you are going to achieve.

7. Efficiency - The cost per unit of output.

8. Faculty Assignment Classification System (F.A.C.S.) - This identifies all of the tasks a faculty member may be asked to do and is the basis for faculty work loads.

9. Goals - These are unmeasurable statements that provide direction for a given activity.

10. Institutional Council - This is the institutional body that the President shares responsibility with and has delegated authority to act on all policy and budget recommendations to the District Governing Board.

11. Objectives - These are measurable statements that ultimately reflect staff's operationalization of the Board's goals.

12. Performance Objectives - These are the written and negotiated results that each administrator has. These P.O.'s become the standards by which administrators are evaluated.

Glossary Cont'd.

13. Policy - These are the only governance statements recognized by the College and gives the license to act in all areas. Policy adoption is the exclusive prerogative of the District Governing Board.

14. Policy and Procedures Manual - This document contains all NPC's policies and procedures. The Learning Resource Center at each center as well as the Center Assistants have complete copies of the manual.

15. Procedures - These are statements that explain how something is to be implemented. Procedures are the administration prerogative.

16. Responsibility - This creates an obligation to be involved in a particular activity. One individual's responsibility cannot be given to another; it can only be shared. However, one individual cannot ask another individual to share responsibility without delegating the necessary authority.

17. Self-Study Report - This document was completed during the 1978-79 school year by a team composed of members from various parts of the college. The document will be sent to North Central Association and becomes the basis for judgements during the on-site visitation of the North Central Association team.

18. Team - This is a group of people that shares common goals, objectives, problems and have the resources to make a decision. Any administrator that appoints a team must serve on that team if they want in-put into the decision.

19. Tonto Bridge Material - This is the material that was generated at the February retreat and contains the measurable objectives, developed from the College goals, for the 1979-80 school year.

20. Zero-Based Budgeting - Northland Pioneer College's budgeting system is loosely based on this principle. The basic concept is that each area must start from ground zero each year. The fact that an area received a certain amount the previous year is not justification for the same amount the following year.

II. BUSINESS OFFICE

PROCEDURES

Title	Number	
PAYROLL	2305	Page 1 of 1
Based on Policy Number: 1295	Date: 1/6/75	Authorized by: Director of Business
(If applicable)		
Replaces Procedures		Date:

The scheduled cut-off for payroll transactions is five (5) working days before the 15th and last day of the month pay day. The Northland Pioneer College payroll bookkeeper, business office, must have appropriate documentation for the various classes of employees in advance of those deadlines. "Appropriate documentation" must include account to be charged and authorized approval.

1. Faculty:
   A. Full-time - Contract on file.
   B. Other payroll information, as required.

2. Associate Faculty: (Exempt Taxes Agreement)
   A. Letter of Agreement on assignment and amount.
   B. Certification with the Personnel Office.
   C. Other information, as required.

3. Classified Staff:
   A. Letter of Agreement.
   B. Other information, as required.

4. Part-time employees:
   A. Memo, letter of agreement, showing agreement amount or
   B. Time sheet five (5) working days before pay day.
   C. Other information, as required.

Documents received without authorized approval or designation of account(s), coding, will be returned to Budget Managers and may result in delayed payroll processing for the affected employee.

Part-time employees are, can be, excluded from certain taxes, withholdings.

PROCEDURES

Title	Number	
PURCHASING	2310	Page 1 of 1
Based on Policy Number: 1295	Date: 1/6/75	Authorized by: Director of Business
(If applicable) Replaces Procedures		Date:

The Northland Pioneer College Business Office has the authorization to obligate the funds of the college. Purchasing procedures to accomplish this are as follows:

1. Requisition:
   Request for supplies, service, etc., completed by the NPC employee, approved by supervisor, dean, and checked for budgeted funds.

2. Purchase Order:
   Will be issued by the Purchasing Agent upon finalizing price, delivery, etc., based on the procedure for bidding.

3. Shipment:
   Upon receipt of shipment, employee who requisitioned is responsible to check list, sign merchandise was received and okay for payment, dating shipment invoice.

The above paper work will be collated in the Purchasing Office for submittal to accounts payable, for checking, payment.

Sample Forms Filled out:
10 - Requisition
11 - Purchase Order

NOTE: GIVE FULL AND COMPLETE PARTICULARS FOR EACH ITEM REQUISITIONED

Specified © Moore Business Forms, Inc.-4

NORTHLAND PIONEER COLLEGE

REQUISITION DATE: 7 / 1 / 70

REQUISITION NUMBER: 8203

REQUISITION FOR: [x] SERVICES [ ] SUPPLIES [ ] OTHER EQUIPMENT

DEPT. President

DEPARTMENT

DEAN OR SUPERVISOR

BUSINESS OFFICE

PURCHASING DEPARTMENT

SUGGESTED VENDOR(S)

Cahill-Edmund Travel

P.O. Box 29015

Phoenix, Arizona 85038

QUANTITY	ITEM NO.	DESCRIPTION	ESTIMATED UNIT PRICE	AMOUNT	ORDER PLACED ON OUR P.O. NO. / ACCOUNT NUMBER
		Round Trip Airline tickets from			
		Phoenix to Chicago to attend			
		Humanities Conference		201 00	000-100-00-5242

COMMENTS:

10

PURCHASING

northland pioneer college

SUPPLY REQUISITION

DELIVER TO:
COMMENTS Lakeside - Pinetop
Vocational Skills Center

DATE 7/1/79

REQUISITIONER [signature]

DEPT. HEAD Dottie Sanderson

QUANTITY	DESCRIPTION	DATE SENT	ACCOUNT NUMBER
2	Boxes Legal File Folders/3rd cut		
1	Box TW Ribbons		
1	Box Scotch Tape		
	11		

PROCEDURES

Title	Number	
BIDDING PROCEDURES	2335	Page 1 of 1
Based on Policy Number 1295 Date 1/7/75	Authorized by: Director of Finance	
(If applicable) Replaces Procedures	Date:	

Insofar as possible, bid required equipment and supplies, will be pruchased from State contract vendors. Items not available on State contracts will be requisitioned in accordance with the following:

1. Purchases from a vendor totaling less than $500:
   Quotations should be secured from sufficient vendors to assure establishment of a competitive price.

2. Purchases over $500 and under $1,000:
   A record must be provided of competitive quotations. Listed on or attached to the requisition - at least three required, if possible.

3. Purchases over $1,000 and under $2,500:
   A written record of competitive quotations, signed by vendor, must be attached to the requisition. Three written quotations, where possible, required.

4. Purchases over $2,500:
   Will require formal bid procedures as required by the State of Arizona bidding procedures. These procedures will include, but be limited to: specification preparation, distribution, advertising as required, opening of bids as advertised, awarding of bid.

Exceptions to the above "bidding procedure" would only be for "specialized, scientific, etc.," where no competitive vendor is available. Even with "specialized", as many vendors as possible should quote or give bids to NPC.

PROCEDURES

Title	Number	Page 1 of 1
BUDGET DEVELOPMENT	2350	
Based on Policy Number 1270 Date 1/6/75	Authorized by: Director of Finance	
(If applicable) Replaces Procedures	Date:	

The Budget Development Process - will be followed as outlined in the Budget Development Workbook, to be revised annually, and which process and workbook were implemented in the fall of 1977. The process for budget development, generally, follows:

1. Budget Development Workbook - Timeline, directions, forms.
2. Budget Development Workshop - Instructions, direction, guides, helps, "motivation to develop budget".
3. Budget Development Preparations - by charge centers, programs. This begins with and involves on the individual employee level.
4. Budget Development Summarizations - Programs by Instruction Team and Student Development Team, in preparation for submittal of recommended department, division budgets for Institutional Council procedures.
5. Budget Development - Institutional Council - Review, deliberations, explanations, allocations.
6. Budget Recommendation - to District Governing Board - For local consideration, review, and finally Board approval, at this point in the development process.
7. Budget - State Board - review, recommendations.
8. Budget - County Taxpayers Hearing - Board approval - Budget Approval

PROCEDURES

Title	Number	
GRANTS MANAGEMENT & ACQUISITION	2360	Page 1 of 1
Based on Policy Number: 1295 Date: 1/6/75	Authorized by: Director of Finance	
(If applicable)		
Replaces Procedures	Date:	

The steps involved in Grants Management and Acquisition are as follows:

1. Grant Development by individual interested or Grants Officer.
2. Approval by President to forward grant.
3. Institutional notification of funding.
4. Director of Grant will put budget into institutional format.
5. Expenditure of funds is permissible after budget is approved by Institutional Council and the District Governing Board and receipt of monies.
6. Implementation of Grant by designated director of grant.
7. Quarterly progress report to area supervisor with a copy to the President.

P R O C E D U R E S

Title	Number	
TRAVEL (To Carry out Assignment)	2365	Page 1 of 1
Based on Policy Number 1275	Date 7/15/74	Authorized by: College President
(If applicable) Replaces Procedures		Date:

This procedure has been designed to cover all travel required to carry out an assignment.

The delivery system has been designed to carry personnel throughout the four major centers. If you are required to spend beyond one hour waiting you are exempt and can do one of the following things:

1. Request a college car from a Center Assistant.

2. Obtain statement slip from the Center Assistant certifying that no college car is available and attach this slip to a travel expense statement signed by your immediate supervisor for reimbursement and use your own car.

PROCEDURES

Title	Number	
TRAVEL (In-State - Out-of-Service Area)	2370	Page 1 of 1
Based on Policy Number: 1275	Date: 7/15/74	Authorized by: College President
(If applicable)		
Replaces Procedures		Date:

This procedure has been designed to cover all In-State, Out-of-Service Area travel that has been allocated to the charge center from which your expenditures come.

1. Obtain a travel request authorization form from the Center Assistant.
2. Completely fill out and show Center Assistant approved form or motor pool form acquisition of car.
3. If you are driving your own car you need approval from the President.
4. Reimbursement will be given when you submit a travel expense statement with your travel request authorization.

PROCEDURES

Title	Number	Page 1 of 1
TRAVEL (Out of State)	2375	
Based on Policy Number 1505 Date 1/6/75	Authorized by: College President	
(If applicable) Replaces Procedures	Date:	

Out of State travel request should:

1. Be requested during the regular budget cycle. *
2. Be justified in the following manner:
   A. Explain how trip fits the College thrusts,
   B. Explain how it will help you do your job.
   C. Explain what specific thing we will have as a result of your trip.
3. Complete trip authorization form.
4. Complete travel expense statement.
5. File a written report on trip with the President.

* The system being used was not sophisticated enough to discriminate between requests made during the budget cycle. The temporary process developed for the 1979-80 school year requires that request for travel be submitted to a team composed of two (2) faculty members, one (1) classified staff and one (1) administrator. Please forward all requests to Skip Peabody.

III. PUBLIC INFORMATION

PROCEDURES

Title	Number	Page 1 of 2
DEVELOPMENT OF SEMESTER SCHEDULES	2400	
Based on Policy Number: 1296	Date: 7/15/74	Authorized by: Public Information Officer
(If applicable)		
Replaces Procedures		Date:

Development of schedule publications for the Northland Pioneer College district each semester involves the Public Information Office, the Dean of Instruction, the Dean of Students/Institutional Development, Program Coordinators, Division Chairpeople, Center Assistants, Extended Center Coordinators, and the Registrar.

1. Public Information Officer decides on format for schedule brochures for main and Navajo schedules. Criteria for evaluation are also developed.

2. Instructors prepare the schedule of classes to be used in the schedule. Registrar provides clean print-out of schedule for Public Information Office.

3. The Public Information Officer decides upon supplement information to be included in the schedule including photographs, outwork and copy.

4. Responsible areas are given copy to update and change or are required to supply new information. Public Information Officer revises and edits all material.

5. Dean of Students and staff supply current registration and location information.

6. Public Information Officer is responsible for typing all materials.

7. Public Information Officer does rough lay-out of materials. Final lay-out is completed through printing agency of Public Information Officer's choice.

8. Public Information Officer bids printing and delivers final lay-out to chosen printer.

9. Completed schedule brochures are distributed to centers, mass mailed to Navajo and Apache Counties, and sent to specific institutions and individuals requesting schedules. Schedules are also delivered to Dean of Students for recruitment. Extended Center Coordinators receive an adequate supply.

10. Evaluation based on selected criteria proceeds within first eight weeks of semester. Results are used in development of next schedule.

PROCEDURES

Title	Number	Page 1 of 1
DEVELOPMENT OF COLLEGE CATALOG	2405	
Based on Policy Number: 1296 Date: 7/15/74	Authorized by: Public Information Officer	
(If applicable)		
Replaces Procedures	Date:	

Development of an annual Northland Pioneer College catalog involves the Public Information Officer, the Dean of Instruction, the Dean of Students/ Institutional Development, Division Chairs, the Registrar, and the Business Office.

1. The PIO requests revised, updated and new material from each responsible area. The PIO compiles this information and generates any new copy needed.

2. Format, artwork, and photographic content are developed by the Public Information Officer.

3. When all materials have been updated, the Public Information Officer sends the material back to responsible areas for proofing. Final changes are made and the Public Information Officer is responsible for the typing of a final draft.

4. A rough lay-out is completed by the PIO to develop specifications.

5. A printer is chosen through bidding of the job.

6. Final, clean copy is assembled and given to the printer four-six weeks in advance of the distribution date. High schools, colleges, local centers, and Chambers of Commerce should receive copies during the last eight weeks of school in the Spring.

7. Catalogs are distributed on a need basis to each local center and to the Registrar's Office for mailing during the year.

PROCEDURES

Title	Number	Page 1 of 1
NEWS RELEASES/Radio Shows	2410	
Based on Policy Number 1296	Date 7/15/74	Authorized by: Public Information Officer
(If applicable) Replaces Procedures		Date:

News releases, articles, feature stories, and reports to the press are generated by the Public Information Officer. The PIO compiles news releases on Thursday of each week, processes them onto news release forms, and distributes them on Friday. News releases are mailed or hand delivered to local media by the Public Information Officer to meet publication or broadcast deadlines.

General information news releases may be requested by faculty and staff on news release request forms. Features and special reports are initiated by contacting the Public Information Office directly.

Radio shows are scheduled with the four local radio stations six weeks at a time. The Public Information Officer is responsible for scheduling weekly guests and for prividing the guests with questions, if requested.

PROCEDURES

Title	Number	
PRINTING AND PUBLISHING	2415	Page 1 of 1
Based on Policy Number: 1296	Date: 7/15/74	Authorized by: Public Information Officer
(If applicable) Replaces Procedures		Date:

1. The Public Information Office is responsible for printing and publishing the budget at Northland Pioneer College.

2. Items and publications to be printed are listed as activities for each program and departmental budget. Board approved budget and printing activities are chosen by Public Information Officer and President, depending on budget that is left.

3. Activities left in budget are isolated and Public Information Officer contacts individual programs to develop materials and time-line for printing.

4. Public Information Officer requests information and generates copy, photographs, and outwork for all printing.

5. Printers used are decided upon by the Public Information Officer. Jobs under $1,000. dependent on bid.

6. Public Information Officer is responsible for requisition and distribution of material when items are complete.

IV. FACILITIES

PROCEDURES

Title	Number	
KEY ISSUE AND RECOVERY	2520	Page 1 of 1
Based on Policy Number: 1310	Date: 7/15/74	Authorized by: Director of Facilities
(If applicable) Replaces Procedures		Date:

1. A request for a key is made to the Center Assistant.

2. The Center Assistant will issue a key, if available. If not, the Center Assistant is authorized to get keys made locally for distribution.

3. All keys issued to individual staff members shall be signed for and this record kept by the Center Assistant.

4. Personnel requiring keys at several centers will still go through the local Center Assistant.

5. Keys shall be recovered by the Center Assistant upon demand and a receipt for the key(s) issued.

6. No staff member shall be authorized to duplicate keys for any reason. This is the perogative of the Center Assistant or the Director.

7. Under no circumstances are individual staff members authorized to re-key any lock without approval of the Facilities Director.

PROCEDURES

Title	Number	
INDIVIDUAL CLASSROOM REQUEST	2535	Page 1 of 2
Based on Policy Number: 1310 Date: 7/15/74	Authorized by: Director of Facilities	
(If applicable) Replaces Procedures	Date:	

Procedure for Obtaining Rented Classrooms

1. When it is evident that space is needed for a class, contact the Center Assistant in that community where the class will be held. The extended services coordinator will arrange for classes outside the five major centers.

2. If college owned or leased facilities are unavailable, the Center Assistant will contact the Facilities Director who will obtain the needed space if at all possible. Individuals other than the Director are not authorized to deal directly with any potential renter.

3. The attached form should be completed and returned to the Center Assistant and space assured prior to the publication of class schedule.

4. If a class is cancelled for any reason, immediately notify the Center Assistant, who in turn will notify the Director. The Director will release the space.

5. Individual teachers, whether full or part-time, accept the responsibility for knowing the "ground rules" of that particular place. This includes the opening and closing of doors, keys, use of adjacent facilities, etc. This information can best be obtained by consulting the person in charge prior to the first assigned class period.

CLASSROOM REQUEST FORM

1. Kind of Space Needed: (regular classroom, gym, lab., etc.) _____
2. Days of the week & time schedule: (Tuesday nights - 7-10 p.m. _____
3. Specialized Equipment Needed: (piano, lab. equipment, etc.) _____
4. Comments: _____

_____

For Facilities Director Use:

Signature of Requestor:

_____

Date: _____

PROCEDURES

Title	Number	
DISTRIBUTION OF MAIL	2540	Page 1 of 1
Based on Policy Number Date		Authorized by: Director of Facilities
(If applicable)		
Replaces Procedures		Date:

Distribution of mail shall be the sole responsibility of the Center Assistant. This authority may be delegated if approved by the Facilities Director.

As mail is received, be it by postal carrier or by staff personnel, mail is to be sorted and distributed to individuals. A staff mail box shall be made available at each of the major centers.

Intra-center mail, including small packages, shall be placed in approved locations to be picked up and delivered by the shuttle bus drivers.

It shall be the duty of the Center Assistant to see that all out-going mail is properly stamped and placed in an acceptable mailing device, e.g. taken to Post Office, placed in mail collection bin, etc.

PROCEDURES

Title	Number	
CLASSROOM OR OFFICE FURNITURE RELOCATION	2545	Page 1 of 1
Based on Policy Number Date	Authorized by: Director of Facilities	
(If applicable)		
Replaces Procedures	Date:	

Requests for the ordering or moving of classroom or office furniture shall be made to the Inventory Control Officer. The I.C.O. will issue a written request to the Facilities Director. The request will contain the item(s) to be moved, NPC Inventory Control Number, present location and new location by building and room number.

A copy of the relocation order shall be provided to the office of the Center Assistant.

The Facilities Director shall provide verification that the furniture was relocated if requested.

No furniture shall be moved unless this procedure is followed except where furniture is used at a temporary location and then replaced to its original location.

V. STUDENT SERVICES

PROCEDURES

Title ALTERNATIVE LEARNING: Course Challenge	Number 2645	Page 1 of 2
Based on Policy Number 1460	Date 10/25/75	Authorized by: Dean of Students/Institutional Development
(If applicable) Replaces Procedures		Date:

1. A student interested in challenging a course (except one he is currently enrolled in) petitions, in writing, the Alternative Learning Office, Room 23, Show Low NPC Center, P.O. Drawer Y, for permission to take a departmental examination for a specific course.

2. The Alternative Learning Office determines if a certified NPC faculty person exists that is qualified for examining in the requested subject and then conveys this information to the students. (If none exists, the student is referred to the CLIP examination or to regular course enrollment to obtain the credit.)

3. The student is notified that the exam can be given and then registers through the Alternative Learning Office for the exam and presents evidence of the $10/credit hour fee payment to the Alternative Learning Office and selects either a letter or pass/fail grading option.

4. The certified NPC person selected to develop, proctor and grade the exam is contacted by the Alternative Learning Office and given the instructions to send the developed exam to the Program Coordinator for review and approval based on its compliance to the course syllabus and its objectives.

5. The Alternative Learning Office receives approval of the exam from the Program Coordinator and instructs the certified examiner to administer the test to the student under examination conditions defined by the Alternative Learning Office.

6. The certified examiner administers, proctors, and grades the exam. The exam and the score is submitted to the Alternative Learning Office by the examiner (if necessary a member of the ALO staff may proctor the exam and submit it to the certified examiner for evaluation).

7. The Alternative Learning Office forwards the exam results to the student. If credit can be awarded under the grade system opted for by the student, the student is requested to accept or reject the credit and its accompanying grade in writing. If the student opts to accept the credits as awarded, he pays $4/credit hour for tuition and transcripting to the Center Assistant.

8. Upon verification of the tuition payment, an official credit award notification is sent to the registrar's office for transcripting and placement in the student's record file as authorized by the student's request.

PROCEDURES

Title	Number	
WITHDRAWAL	2655	Page 1 of 1
Based on Policy Number: 1460 — Date: 10/25/77	Authorized by:	Dean of Students/Institutional Development
(If applicable)		
Replaces Procedures	Date:	

1. A student may drop any class prior to the 45th day of the semester and no evidence of such will appear on the student's official transcript. In order for this to occur, any student dropping a class is encouraged to obtain the signatures of both the instructor of the class and a counselor to insure proper notification is made. A withdrawal form is not official until it has been processed by the Registrar's Office.

2. After the 45th day of the semester, any student dropping a class will receive a "W" on the official transcript. Any student making a change in his or her class schedule is encouraged to obtain the signatures of both the instructor of the class and the counselor.

There is no financial charge for withdrawing from class.

PROCEDURES

Title	Number	Page 1 of 1
REPEATING CLASSES	2660	
Based on Policy Number: 1460	Date: 10/25/77	Authorized by: Dean of Students/Institutional Development
(If applicable) Replaces Procedures		Date:

A student may repeat a course to raise a grade. The higher grade average will be credited and counted in computing the student's grade point average.

NOTE: Vetrans cannot collect Veteran's Administration benefits for classes repeated. It is recommended that before a class is repeated, the student consults with a counselor.

PROCEDURES

Title	Number	
GRADING PROCEDURES FOR FINAL GRADES	2665	Page 1 of 1
Based on Policy Number: 1460	Date: 10/25/77	Authorized by: College President
(If applicable) Replaces Procedures		Date:

Grade Key:

A:	Excellent	4.0 Grade Points Per Semester Hour
B:	Good	3.0 Grade Points Per Semester Hour
C:	Average	2.0 Grade Points Per Semester Hour
D:	Unsatisfactory	1.0 Grade Points Per Semester Hour
F:	Failure (no credit)	0.0 Grade Points Per Semester Hour
I:	Incomplete (no credit)	0.0 Grade Points Per Semester Hour
W:	Withdrawal (no credit)	0.0 Grade Points Per Semester Hour
S:	Pass - Contracted between the student and the instructor before the 45th day. Credit awarded - does not affect the grade point average.	

A grade of incomplete is given when a student has been unable to complete his required assignments during the designated period of study. A student receiving an incomplete has the responsibility of initiating the procedure for its removal. The work to be accomplished in order for the incomplete to be removed must be stated on the final grade sheet. If an incomplete is not removed within one (1) year, it automatically reverts to an "F" grade.

A computerized grade roll for each individual class is mailed to each instructor prior to the end of each semester. The instructor writes in the letter grade to be given to each student beside the student's name on the printout. (See Grade Key above).

The instructor is to sign and date each printout in the space provided. Envelopes are to be provided for the return of the "graded" sheets to the Registrar's Office.

An information memo describing these procedures is included with the class rolls.

PROCEDURES

Title	Number	
BOOKSTORE	2677	Page 1 of 3
Based on Policy Number / Date		
1460 / 10/25/75	Authorized by:	Dean of Students/Institutional Development
(If applicable)		
Replaces Procedures	Date:	

I. OVERVIEW

The basic purpose of a community college establishing a bookstore on campus is to fulfill the need for educational materials not immediately available from another source within a reasonable distance. The first objective of the bookstore is to have the required textbooks and supplemental materials for the students' classes, as well as personal study supplies. The second objective is to accomplish the first objective and maintain the store at a self-supporting position financially.

II. MERCHANDISE

Books:

1. Required - those books that instructors will require students to read for a designated course. The bookstore will order all titles that it receives as required books by faculty members or program specialists. Required book orders must be signed by the instructor and the Division Chairperson to be recognized as valid. Any titles required by faculty members must be adopted for class use for a minimum of two years. Division Chairpersons, the Dean of Instruction, or program specialists will suggest the number needed to be on hand for a particular registration period. The bookstore will be responsible for establishing the quantity to be ordered.

2. Supplemental - those books that are related to fields of study which the instructors suggest but do not require all or any of their students to read. The bookstore will handle these supplementary books after appropriate signatures and determine appropriate stock levels.

1. Books required or suggested for class use may be returned within two weeks of the beginning of the current semester's classes. No books will be accepted for returns if purchased before the first day of classes.

2. Books purchased for classes that are cancelled by the college may be returned within two weeks of date of receipt.

3. Students who drop a class during the course of the semester may return books if they comply to the stated conditions, and in addition are accompanied by a drop slip from the Registrar's Office.

4. Any merchandise - books, supplies, soft goods, etc., not required for class may be returned for exchange only within two weeks of date of receipt.

VI. BOOK BUY-BACK

Books will be purchased by the bookstore during the final week of fall and spring semesters. Books used for NPC classes will be purchased at 50% current retail price.

VII. EXTENDED CENTERS

Book service to extended centers will be delivered by a mail order system designed by the college or its agent.

VIII. BOOKSTORE POLICY REVISIONS AND EXCEPTIONS

No revision or exception to the above policies will be made without written concurrence of the bookstore and the Dean for Student Development.

PROCEDURES

Title	Number	
TUTORING	2680	Page 1 of 1
Based on Policy Number 1460	Date 10/25/77	Authorized by: Dean of Students/Institutional Development
(If applicable)		
Replaces Procedures		Date:

Peer tutoring services will be provided each semester by NPC for all students who wish to improve their academic performance. Tutoring is a function of the counseling office. Students obtain tutors for a class by contacting their local center counselor. The counselor will require the student and tutor to submit time sheets to verify payment on an hourly basis from funds provided by the institution. The student or the tutor may terminate their tutoring agreement at any point mutually agreed upon. Students may apply to become tutors at their local center counseling office.

VI. PERSONNEL

PROCEDURES

Title AFFIRMATIVE ACTION COVERING ALL POSITIONS	Number 2710	Page 1 of 3
Based on Policy Number 1540	Date 7/15/74	Authorized by:
(If applicable) Replaces Procedures		Date:

I. AFFIRMATIVE ACTION PROCEDURE ON EQUAL OPPORTUNITY

Northland Pioneer College is committed to provide equal opportunity through its employment practices, educational programs, and through the many services it provides to its service area. The College will make all personnel decisions without regard to race, color, religion, sex or national origin. The College will offer programs that will foster educational opportunity without regard to race, color, religion, sex, or national origin. The College will maintain a program of services designed to serve the community without regard to race, color, religion, sex, or national origin.

In addition the College will sponsor a program designed to insure equality of opportunity in employment. The College will develop and maintain educational programs and services that are sensitive to the emerging needs of women and members of minority groups. And finally, the College will initiate programs that will increase, on the part of all personnel, a sensitivity to the interests and needs of those who have historically been discriminated against.

II. EMPLOYMENT

A. OBJECTIVES OF AFFIRMATIVE ACTION PLAN FOR EMPLOYMENT

1. To provide a positive and dynamic guide for the achievement of equal employment opportunity for women and members of minority groups

2. To cause the academic communities to view the Affirmative Action Plan for the improvement of employment opportunities for women and members of minority groups as an asset to the educational purposes of the College

II. EMPLOYMENT (continued)

3. To elevate such equal opportunity policies so that they exist as part of the institutional personality of the College in their communities.

4. To develop action-oriented measures which will broaden initial employment opportunities as well as upward mobility avenues for women and members of minority groups.

5. To increase awareness concerning the meaning of equal opportunity on the part of all College personnel.

6. To eliminate any practices which may have a discriminatory effect on the employment potential of women and members of minority groups.

7. To audit all personnel actions to insure that no decisions are made which might discriminate on the basis of race, religion, color, sex, or national origin.

B THE PLAN FOR IMPROVEMENT OF EQUAL OPPORTUNITY IN EMPLOYMENT

1. The Board of Trustees will:

   a. Review, recommend changes, and approve the Plan.

   b. Periodically review the results of implementation of the Plan and recommend changes.

2. The College President will:

   a. Assume responsibility for the implementation and effective operation of the Plan.

   b. Delegate to the Affirmative Action Officer the necessary authority and responsibility for carrying out the specific provisions of the Plan.

3. The Affirmative Action Officer will:

   a. Serve as the direct representative of the College President in carrying out the Plan throughout the entire district.

   b. Explain the Plan to all supportive services personnel, faculty, and the student governments.

II. EMPLOYMENT (continued)

4. Faculty and Classified Staff will:

   a. Exemplify the spirit and the intent of the Plan in their recommendations for employment of staff for their departments.

5. Students will:

   a. Be expected to bring to the attention of the College incidents of employee conduct that demonstrate racist, sexist or other bias detrimental to the attainment of the goals and objectives of the Plan; and to offer suggestions for the attainment of equal employment opportunity throughout the College.

   b. Provide recruiting personnel with names of eligible members of minority groups and women when they have information concerning such individuals.

PROCEDURES

Title	Number	
DUE PROCESS/GRIEVANCE PROCEDURE	2715	Page 1 of 2
Based on Policy Number Date		
1230 7/15/74	Authorized by: College President	
(If applicable)		
Replaces Procedures	Date:	

DUE PROCESS/GRIEVANCE PROCEDURE

The procedures and regulations herein contained are those not only of the Navajo County Community College District Governing Board, but also of each and all of the institutions, branches, and centers under such board's jurisdiction and control.

Because formal and permanently recorded disciplinary measures, particularly those resulting in loss of employment or removal from the institution, may place a substantial handicap upon the individual subject thereto the institutions shall continue in the use of informal discussion, counseling, exchanges, helpful persuasion and efforts between individuals concerned and the administration or faculty, as long as such informal measures offer promise of success. But in severe or serious instances of violation of this ordinance, or in those where informal steps and friendly interest upon the part of the institution's representatives prove to be or manifestly will be ineffective, more formal disciplinary procedures shall be instituted and maintained.

A. Suspension, Dismissal and Non-Retention of Faculty

1. The President may suspend a faculty member at any time for serious breaches of moral or professional conduct. Such suspension shall be effected by written notice to the faculty member and to the Governing Board, setting forth the grounds for the suspension. A suspended faculty member shall be paid his full salary until he is reinstated or until his contract has been legally terminated.

2. When the President determines to recommend non-retention of an appointed faculty member for the ensueing academic year, he shall so notify him in writing on or before March 15 of his decision, specifying the cause or causes of his concern. All faculty members will be notified of their retention or dismissal on or before March 15.

A. Suspension, Dismissal and Non-Retention of Faculty (Continued)

3. Good and just cause shall not include religious or political beliefs or affiliations unless in violation of the oath of the faculty member.

4. Faculty members on any campus may bring to the attention of the coordinator and President their recommendations for a hearing to determine the competency of a faculty member.

5. A provisional faculty member is entitled to a hearing by the administration at the unit level. In the case of a teaching faculty, the hearing shall be in the presence of two representatives selected by the teaching faculty with one representing the area of specialization. The hearing shall be held no later than ten (10) days following receipt of a request for a hearing. After such hearing, the unit administration shall make its recommendation to the President of the College, along with any option the teaching faculty representatives may desire to submit. The College President will review all recommendations and render a final decision.

6. An appointed faculty member who has been suspended or recommended for dismissal, or suspension, may, within five (5) days, request a hearing before a Hearing Committee.

   a. Upon such request, a Hearing Committee shall be constituted and shall be composed of a member of the Governing Board who shall act as chairman, two administrators appointed by the Governing Board, and two faculty members selected by the faculty.

   b. The Hearing Committee shall review the report of the officer of the College, and shall make an investigation deemed necessary to assure a just recommendation. A hearing shall be held not later than thirty (30) days after the appointment of the committee.

   c. The faculty member shall appear in person at the hearing and be represented by counsel, if desired, and may present any testimony, evidence, or statement, either oral or written, in his behalf.

   d. Within five (5) days after completion of the hearing the Hearing Committee shall make its recommendations to the Governing Board.

   e. The Governing Board shall render the final decision for dismissal, suspension, or non-retention of a faculty member within fifteen (15) days after the closing of the hearing.

PROCEDURES

Title	Number	
SALARY PLAN FOR 1979-80	2730	Page 1 of 10
Based on Policy Number 1050 Salary Schedules	Date 11/6/75	Authorized by: District Governing Board
(If applicable) Replaces Procedures		Date:

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II. Faculty Plan

III. Support Staff Plan

IV. Administration Plan

V. Classified Staff Plan

VI. Associate Faculty Plan

VII. Budget Implications

NORTHLAND PIONEER COLLEGE'S
SALARY PROPOSAL
1979-1980

Prepared by:

Dan Simper - Chairperson
John Potts - Secretary
Susan Plucker
Walter Carpenter

I) Rationale for 1979-80 Plan

The Salary Planning Committee feels that it has completed its task for this year as well as suggesting proposals that will move toward implementation of some commitments made last year. Although once again we feel we have not done everything we set out to do, we are satisfied that this proposal will allow the institution to move ahead.

This committee further recommends that the President continue to evaluate the Faculty Assignment Classification System, and if the current problems are resolved, the President will provide a time line to develop the same sort of result oriented plan for classified and administrative staff. I believe a goal was identified which pointed toward the creation of a system that would allow an ambitious and skillful teacher to make a larger salary than the President.

The committee further recommends a new team for the deliberations for 1980-81.

II) The initial part of the proposal for 1979-80 deals with some additional fringe benefits that would affect all staff.

(1) Sick leave - increase from 1 to 1½ days per contract month. This would result in:
    (A) Faculty from 9 to 13 days
    (B) 12 month employees 12 to 18 days
    A procedure will be written by the President that requires a Doctor's verification of illness that goes beyond three days in any given month.

(2) Personal leave, 2 days per year. Currently staff are given personal days, but it is taken from their sick leave.
(3) Payment of $6.00 meal money for all staff that are away from their home station for more than 8 hours in any one work day.
(4) A Dental Plan that would cost $6.95 per employee per month and have a total budgeting impact of approximately $8,000.

III) Full-Time Faculty Plan

The full-time faculty plan has five parts:

(1) Salary increases for current staff
(2) Initial placement for new staff
(3) Lateral movement on schedule
(4) Vertical movement on schedule
(5) Professional improvement

A. Salary Increases for Current Full-Time Faculty

We propose to increase the base salary for the MA with 0 experience from $11,000 to $11,400. This would be a 3.6% raise on the base. This increase, plus normal seniority increments of 5.2%, would make the average increase for full-time faculty approximately 7.5%.

Miscellaneous Data:

(1)	Average percent of raise	7.5%
(2)	Average dollar increase	$1,150
(3)	Minimum raise	$993
(4)	Maximum raise	$1,305
(5)	Average salary	$16,525

B. Initial Placement:

We agree to continue with the plan below which is the one agreed to last year.

Column 1 step 1, is the minimum level a person with an Arizona Community College Certificate (Regular A1 or A2) will be placed.

Persons with an academic degree of Masters or higher will be placed on one of the columns, step 1, based on the following criteria:

(1) all previous applicable work experience will be allowed, 1 year per column for lateral placement.

(2) each 24 credit hours in applicable classes taken after the Masters Degree will account for 1 column lateral movement.

Persons with less than a Masters Degree will be given credit for all years of applicable work allowed which will be determined by subtracting the number of years needed to satisfy the state certification requirements from the total applicable years.

However, in order to eliminate any confusion on an initial placement, the president has agreed to make it clear that anyone responsible for hiring will only discuss ranges of salary with potential applicants. The following committee will develop the actual recommendation:

Dan Simper - Salary team
Faculty member - Program area
Appropriate Dean

C. Lateral Movement:

Lateral movement after initial placement is granted for professional growth and increased teaching competency.

Any and all of the following options are available to the faculty for lateral movement. To move laterally, a faculty member must submit a proposal to the college president, who will appoint a committee consisting of the immediate supervisor, the dean, and a faculty member. The proposal must state specifically what will be done and how it will help the faculty member become a better instructor at NPC. Upon completion of the approved plan, a report must be submitted to the President before the lateral movement will be granted.

(1) 12 units of college credit
(2) 10 weeks of related work experience (at least 35 hours each week)
(3) Special workshops and short courses (total of 350 hours, not to be done at college expense)
(4) Travel of at least 10 weeks
(5) Individually designed project

This is the same plan that was agreed to last year, but the President has agreed to make it more operable by establishing the following guidelines. All present faculty wishing to have a professional improvement plan approved must submit it to a team composed of:

President Vasher
Appropriate Dean
Two faculty members from appropriate area of studies

This plan, in order to be honored the following year, must be submitted by April 30th of each academic year and completed and documented for evaluation by October 15th. If it is a multi-year proposal, it need not be re-submitted every year, but a yearly evaluation of progress will be completed by the individual's immediate supervisor.

D. Vertical Movement:

All faculty will be evaluated each year to determine if they are to be given a contract for the following year. If a contract is offered, the vertical step increase will be automatic.

IV) Support Staff Plan:

The following plan is virtually the same as last year.

Support staff are defined as those in positions which do not have a classroom assignment, but consist of being involved in operations rather than management of people. Examples:

(1) Coordinator of Placement
(2) Coordinator of Financial Aid
(3) Coordinator of Counseling
(4) Coordinator of Alternative Learning
(5) Coordinator of Student Activities

Because several systems or no system was used for initial placement of these people, an attempt was made to use an index based on the faculty index for these positions. The calculation looks like this:

$$\frac{\text{Present Salary}}{\text{Month of Present Contract}} \times 9 \text{ months} = \frac{\text{9 month Salary}}{\text{\$10,506 Base Faculty Salary}} = \text{Index 77-78}$$

eg. $\frac{\$14,843}{12} \times 9 \text{ months} = \frac{\$11,132}{\$10,506} = 1.060$ (index for 1977-78)

Salary for 1978-79 Calculations:

$$\frac{(\text{1977-78 index} + .052) \times \$11,000}{9} \times \text{Contract Months} = \text{Salary for 1978-79}$$

eg. $\frac{(1.060 + .052) \times \$11,000}{9} \times 12 = \$16,309.32$

Miscellaneous Data:

(1)	Average percent of raise	8%
(2)	Average Dollar increase	$1,253
(3)	Minimum raise	$1,119
(4)	Maximum raise	$1,525
(5)	Average Salary	$18,759

V) Administration Plan:

This is virtually the same plan as last year.

The committee used the same formula for developing the administration index. The following positions were included in these calculations:

(1) Public Information Officer
(2) Administrative Assistant to President
(3) Registrar
(4) Director of Research and Development
(5) Director of Business
(6) Dean of Students/Institutional Development
(7) Dean of Instruction

Miscellaneous Data:

(1)	Average percent of raise	$7.3%
(2)	Average dollar raise	$1,536
(3)	Minimum raise	$1,312
(4)	Maximum raise	$1,805
(5)	Average Salary	$22,589

In addition to the dollar increases, the committee requests that the Board continue giving the administrators the faculty Christmas and Spring breaks if the day the holiday falls on is not deemed by the President and a member of the administration selected by the president to be a critical working day or days, in addition to their regular 22 days vacation.

An on-call procedure will be developed to cover holidays when the College is closed.

Although this proposed continuation speaks to increases for current staff, it does not speak to salaries for administrative catagories. We believe it is essential that a group start as early as possible developing categories of administration that can be used as guidelines for hiring new administrative staff.

VI) Classified Staff:

1. Classifications

We recommend the following classifications for classified staff:

Unsupervised position describes those positions in which the employee shares responsibility and has authority to make the necessary daily decisions to manage a total function of the college.

Moderately supervised describes a position in which the employee shares responsibility and has authority to make daily decisions necessary to complete assignments for another who has the responsibility to manage a total function of the college.

Highly supervised describes a position in which the employee shares responsibility and has authority to make necessary daily decisions to carry out specific assignments that deal with daily tasks.

2. Classified Salary Index:

We recommend that the classified personnel be placed on an index system. The index scale used will be the same as the faculty is presently on. We also propose that the base salary (1.000 index) be set at $6,040. (If we were to calculate a base for 1978-79 it would be $5,830 and if we raised this base 3.6% as we did the faculty base the new base for 1979-80 would be $6,040.) This base salary is for a 10 month contract.

Each position within the college will be assigned to one of these groupings based on the amount of supervision requested or given. Also a team composed of the President and Susan Plucker will establish minimum educational and/or work experience requirements. The president will establish a procedure to determine classification for new positions and current positions.

3. Initial Placement:

Based on Step 1 of the columns as determined by the job classification.

Within each job classification there are one or more columns. A person with just the minimum qualifications would be placed on the lowest column. However, if the person had more than the minimum qualifications, they could be placed on one of the columns to the right of the basic placement level. Advanced or lateral placement would be given as follows:

(1) One column for each year of applicable work experience
(2) One column for each 24 semester units of college credit applicable to the job.

However, the maximum lateral placement granted will be determined by the maximum entry level depicted on index system on attachment one. Placement recommendation will be made by a team composed of:

Susan Plucker - Salary Team
1 current employee from area
Current Supervisor

4. Lateral Movement:

Lateral movement after initial placement is granted for professional growth for the following activities:

1) 6 units of college credit
2) 5 weeks of related work experience (at least 35 hours per week)
3) Special workshops and short courses (total of 175 hours which are paid for by the staff member, not the college.)
4) Individually designed project

The maximum lateral movement is determined by the upper limit as defined by the job classification.

To move beyond the upper limit of the present job limit requires that the staff member change jobs within the institution to one within one of the higher classifications.

All present classified staff wishing to have a professional improvement plan accepted must submit it to a team composed of:

President Vasher
Appropriate Supervisor
Two classified staff from appropriate area

This plan, in order to be honored, must be submitted by April 30th of each academic year and documentation for evaluation must be in by October 15th.

The proposal must state specifically what will be done and how it will help the staff member do their job better and make them more valuable to the institution.

Upon completion of the approved plan, a report must be accepted by the President for his evaluation before the lateral move will be granted.

5. Vertical Movement:

   All staff will be evaluated each year to determine whether a new contract will be offered. If a contract is offered the vertical move will be automatic.

6. The Committee proposed that the classified staff be given the same Christmas and Spring vacation as the faculty and administration, if the day the holiday falls on is not deemed by the President and selected staff as a critical day or days, in addition to any regular vacation earned during the year. There will be developed an on-call procedure for emergencies during these periods.

   Miscellaneous Data:

1)	Average percent of raise	8.1%
2)	Average dollar raise	$650
3)	Minimum raise	$524
4)	Maximum raise	$947
5)	Average salary	$8,807 *

   * Includes a salary of $16,787 (6%) and %13,097. Without these the average salary would be $8,467.

VII) Associate Faculty Plan:

The salary plan for the associate faculty is consistent with the Board's commitment to move toward parity of the faculty base salary.

This plan is based on the following assumptions:

1) A full-time teaching employee spends approximately 80% of their time in classroom activities.

2) A full-time teaching employee is employed for 76 to 78 points which currently equals approximately 10 - 3 credit classes.

If one accepts these assumptions, the following calculation could be used:

$$80\% \times 11{,}400 = \frac{9{,}120}{10 \times 3 \text{ credits}} = \$304 \text{ per credit}$$

Once again, the institution is unable to move as far as we would like. To move towards parity would require approximately $304 per credit. The salary team is recommending $280 per credit, which would calculate out at 92% of parity.

Classified Staff Salary Index

(Based on a 9-month Contract)*

Attachment One

	1	2	3	4	5	6	7	8	9	10	11
1	1	1.052	1.104	1.156	1.208	1.260	1.312	1.364	1.416	1.468	1.520
2	1.052	1.104	1.156	1.208	1.260	1.312	1.364	1.416	1.468	1.520	1.572
3	1.104	1.156	1.208	1.260	1.312	1.364	1.416	1.468	1.520	1.572	1.624
4	1.156	1.208	1.260	1.312	1.364	1.416	1.468	1.520	1.572	1.624	1.676
5	1.208	1.260	1.312	1.364	1.416	1.468	1.520	1.572	1.624	1.676	1.728
6	1.260	1.312	1.364	1.416	1.468	1.520	1.572	1.624	1.676	1.728	1.780
7	1.312	1.364	1.416	1.468	1.520	1.572	1.624	1.676	1.728	1.780	1.832
8	1.364	1.416	1.468	1.520	1.572	1.624	1.676	1.728	1.780	1.832	1.884
9	1.416	1.468	1.520	1.572	1.624	1.676	1.728	1.780	1.832	1.884	1.936
10	1.468	1.520	1.572	1.624	1.676	1.728	1.780	1.832	1.884	1.936	1.988
11	1.520	1.572	1.624	1.676	1.728	1.780	1.832	1.884	1.936	1.988	2.040
12	1.572	1.624	1.676	1.728	1.780	1.832	1.884	1.936	1.988	2.040	2.092
13	1.624	1.676	1.728	1.780	1.832	1.844	1.936	1.988	2.040	2.092	2.144
14	1.676	1.728	1.780	1.832	1.884	1.936	1.988	2.040	2.092	2.149	2.196

Highly Supervised — Moderately Supervised — Unsupervised

VIII) Budget Implications:

Faculty	$33,531
Support	$18,799
Classified	$24,730
Administration	$10,527
Associate Faculty	$77,700
Fringe Benefits	$26,261
Dental	$ 8,000
Meals	$ 2,000
Total	$201,888

IX) Proposed Salary Summary

See attachment II

Attachment Two

PROPOSED SALARY PLAN SUMMARY

	FACULTY	CLASSIFIED STAFF	SUPPORT STAFF	ADMINISTRATION	ASSOCIATE FACULTY
	Average % Increase	Average % Increase	Average % Increase	Average % Increase	Average % Increase
79-80	7.5%	8.1%	8.0%	7.3%	15.2%
78-79	8.3%	14.3%	9.0%	8.3%	15.7%
77-78	9.0%	17.9%	17.1%	10.8%	9.5%
	Average $ Increase	Average $ Increase	Average $ Increase	Average $ Increase	Average $ Increase
79-80	$1,150	$ 650	$1,253	$1,536	$37/cr.
78-79	$1,205	$1,160	$1,627	$1,686	$33/cr.
77-78	$1,233	$1,383	$2,363	$2,058	$20/cr.
	Average Salary	Average Salary	Average Salary	Average Salary	Average Salary
79-80	$16,525	$8,807	$18,759	$22,759	$280
78-79	$15,800	$9,697	$17,498	$20,677	$243
77-78	$14,962	$9,091	$16,184	$21,009	$230

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BUDGET IMPLICATIONS

Total Salary % Increase 7.7%

PROCEDURES

Title	Number	
FRINGE BENEFITS	2740	Page 1 of 2
Based on Policy Number Date		
1530 1/6/75	Authorized by: President	
(If applicable)		
Replaces Procedures	Date:	

FRINGE BENEFITS, ESTABLISHMENT OF

The President of Northland Pioneer College shall establish procedures for payment of fringe benefits, (i.e. sick pay, vacation, holidays, insurance and retirement), subject to the District Governing Board.

I. INSURANCE

A. Hospitalization/Major Medical/Long-Term Disability

The College provides 100 percent of insurance costs for each full-time employee's participation in hospitalization/major medical insurance program. Employees who wish to have their dependents covered by the same program may do so through payroll.

B. Workman's Compensation

Any employee who is injured while on duty shall receive compensation and expenses as prescribed by the Industrial Commission of Arizona. The compensation for loss of salary or wages shall belong to the College as long as the District continues to pay the employee sick leave pay. The compensation may be used to reduce the number of days sick leave charged against the employee. For the period of absence in excess of the amount of accumulated sick leave, he or she will receive the compensation benefits only.

C. Term Life Insurance

The College pays for life insurance coverage up to the nearest thousand of his/her salary for each full-time employee.

D. Long Term Disability Insurance

The College pays for long term disability insurance coverage for each full-time employee. Contact the Director for Business Affairs for further information concerning insurance.

E. Retirement

As a public institution the college will follow the State Board's Employment Policies under Retirement as prescribed by law. Employment of persons 65 years and older must be on a year to year basis and only by special permission of the Governing Board.

PROCEDURES

Title	Number	
HIRING: CLASSIFIED STAFF	2800	Page 1 of 2
Based on Policy Number Date		
1510 8/23/77	Authorized by: President	
(If applicable)		
Replaces Procedures	Date:	

HIRING CLASSIFIED STAFF

1. Identify need for position

2. Write a job description

3. Request budget for position during regular budget cycle

4. Receive Board approval of position

5. Send job description and application procedure to personnel clerk

6. Personnel clerk will solicit job applications from:

   a. Inter-Center personnel
   b. Affirmative action institutions
   c. Community College system

7. Personnel clerk receives applications which speak specifically to the applicants experiences as they relate to the functions of the job.

8. Administrator in charge will create a team of three or more to:

   a. Numerically rate application letters
   b. Agree on a set of questions that all candidates interviewed will be asked
   c. Assign interveiw questions
   d. Conduct interview
   e. Rate candidates
   f. Analyze candidates based on the interview

HIRING CLASSIFIED STAFF (continued)

g. Select desired candidate
h. Write a recommendation to the President that includes:

   1. Reasons for selection
   2. Recommended salary along with a detailed reason for the recommendation

i. The President will call successful candidate and offer the position except when the administrator requesting the position and the President agree this would unduly disrupt the process.

j. If the candidate accepts, responsible administrator provides the personnel office with appropriate information so that a letter of intent can be prepared.

   1. Letter of intent signed by President
   2. Letter is sent to candidate.

PROCEDURES

Title	Number	
LEAVES: CLASSIFIED STAFF	2810	Page 1 of 3
Based on Policy Number 1550	Date 8/8/74	Authorized by: College President
(If applicable) Replaces Procedures		Date:

CLASSIFIED EMPLOYEE POLICIES

1. Sick Leave

All classified employees, upon accepting a position with the College, shall be entitled to five days of sick leave, after completion of the six month probationary period. Full-time employees of the College shall earn one day of sick leave for each month of service. Sick leave may be accumulated at NPC; however, both salary from the College and long term disability insurance will not be paid at the same time. Therefore, the number of days that can be accrued depends upon the long term disability insurance that is in effect. Normally, the accrued sick leave days are not to exceed 89 days; however, in cases of serious illness or extreme conditions, the Administration and Board may grant extra sick leave time.

2. Bereavement and Illness Leave

A full-time member of the Classified Staff shall be entitled to five days leave of absence without loss of salary for the death or serious illness of any member of his immediate family. The immediate family shall be considered to include parents, brother or sister, children, and grandchildren, and other persons under exceptional circumstances having lived with them a period of years. Such request must be approved by the administration. Bereavement leave shall be deducted from the employee's accumulated sick leave account. A permanent employee working part time or less than a twelve month year or an eight hour day shall be considered on a pro-rata basis.

CLASSIFIED EMPLOYEE POLICIES (continued)

3. Eligibility for Leave of Absence

Leave of Absence is leave without pay. An employee must have had a minimum of three years of service immediately preceding the effective date of such leave. Leave of Absence cannot exceed one year. The final decision rests with the District Governing Board.

4. Absence for Accident or Injury

A regular employee who is entitled to compensation insurance benefits due to accident or injury sustained in the performance of his assignment, may receive his regular salary less the amount of compensation insurance benefits. For the period of absence in excess of the amount of his accumulated sick leave, he shall receive the compensation benefits only.

5. Rest Periods

Rest periods not to exceed fifteen (15) minutes will be allowed each morning, afternoon and evening, by departmental supervisors.

6. Vacations, Classified Personnel

Vacation time may be earned at the rate of .833 working days per month of annual service. No vacation time is earned during probationary period of employment, which is the first six (6) months of contract service; however, if an employee satisfactorily completes the probationary period, the vacation time is computed from the initial date of employment. If an employee does not satisfactorily complete the probationary period, no vacation time will be earned nor allowed.

Upon five (5) years of consecutive service, vacation time may be earned at the rate of 1.25 working days per month of annual service. After ten (10) years of consecutive service, the vacation factor of 1.666 working days per month of annual service will be in effect.

Vacation time cannot be accumulated and must be taken within the College year, except in extenuating circumstances when accumulation may be approved by the President of the College.

If a recognized holiday falls during an employee's vacation period, he shall receive an additional day of vacation time, except if such holiday falls on a Saturday, and the observance of such holiday is not transferred to the following Monday.

CLASSIFIED EMPLOYEE POLICIES (continued)

Absence from work not caused by injury or jury duty may be deducted from any accrued vacation time at the request of the employee and at the discretion of the supervisor with the endorsement of the President of the College.

Extra pay shall not be made in lieu of vacation time except in unusual cases where the supervisor may approve substitute pay, with the endorsement of the President of the College, for not more than one half of the employee's entitled vacation.

In the case of employee severance, accrued vacation time payment will be included in the last paycheck, and will not be for more than one year's accrual.

Part time and temporary employees are not entitled to vacation with pay.

PROCEDURES

Title FACULTY ASSIGNMENT CLASSIFICATION SYSTEM	Number 2905	Page 1 of 4
Based on Policy Number 1710	Date 8/8/74	Authorized by: President
(If applicable) Replaces Procedures		Date:

ASSUMPTIONS

1. All faculty members do not do the same thing.

2. All faculty activities should be considered in determining the total load.

3. The following are the common components of all teaching assignments:

   a. Student Contact
   b. Course Preparation
   c. Student Evaluation
   d. Physical Presence/ Instructional Performance

   The teaching assignment is worth two points generated from the following formula:

   1 point - Course Preparation
   1 point - Combination of a & d above or c & d above

4. Faculty activities can be weighted using the above mentioned components of a teaching assignment as criteria.

5. Fifteen credits is approximately 80% of a full load.

6. A work week is 38 - 39 points.

7. Certain faculty assignments can be covered by a flat amount from Fund II and are not part of this system.

8. All parties to the system will perform tasks as agreed upon in the work load negotiations.

ASSUMPTIONS (continued)

9. The compacted programs and learning contracts are not covered by the work load formula.

10. Scheduled assignments covered in this system begin with first scheduled day of classes and ends with the last day of scheduled classes.

11. No assignment will include more than 16 credits in a regular teaching load.

12. Any non-teaching overload will be computed on the actual weeks of participation in the activity.

13. All full-time faculty teaching more than 16 credits will do so as associate faculty.

COMPONENTS OF TEACHING ASSIGNMENT - DEFINITIONS

	Activity	Definitions	Point Value
1.	Student Contact:	Classroom time.	.5/hr/wk
2.	Course Preparation:	Time spent preparing to meet with students in the classroom.	1/cr/wk
3.	Office Hours:	Specified time (scheduled) when you are in the office to allow for administrative contact.	.5/hr/wk
4.	Physical Presence/Performance:	Being there.	.5/hr/wk
5.	Student Conferencing:	Time spent in a scheduled meeting with a student outside of class.	1/15 hr
6.	Student Evaluation:	Time spent evaluating student progress.	.5/hr/wk
7.	Course and Program Evaluation/Development/Planning:	Time spent in course and program upgrading and the development of new courses.	1.5/hr/wk
8.	Team Teaching:	When two or more disciplines are integrated into a block of time and assigned more than one instructor.	.5/hr/wk
9.	Travel:	Time spent in getting from one assignment location to another (including waiting time).	.5/hr/wk
10.	Facilities Preparation:	Where a facility must be cleaned and set up and returned as it was found.	.5/hr/wk

COMPONENTS OF TEACHING ASSIGNMENT - DEFINITIONS (continued)

Activity	Definitions	Point Value
11.	Packaging/Loading Material for Transportation: When a faculty member puts together learning material and equipment for transportation for a class taught by another instructor.	.5/hr/wk
12.	Purchasing: Preparation of requisitions for materials needed for course/program (beyond what would be considered a normal part of course preparation, vocational subjects, science, etc.)	.5/hr/wk
13.	Advising: Time scheduled for assisting students with course programming, planning and scheduling assigned through student services.	1/15 hrs
14.	Program Promotion: Radio or TV or Newspaper interviews, exhibits or open houses, or any activity which promotes a program or the college.	1/15 hrs
15.	Committee/Team Assignments: Time devoted to attending meetings and completing assignments.	1.5/15 hrs
16.	Multi-preparation: This is when more than 3 course preparations are required each semester.	1 point for each over 3
17.	Multi-offerings: When 2 or more courses are taught during one time block (.5 points x number of scheduled class contact hours = total extra value). Credit will only be given once for the same combination of classes.	.5/hr/wk
18.	Guest Lecture/Demonstrations: Time spent by a faculty member giving special lectures or demonstrations to outside groups	1/15 hrs.
19.	Inservice Training: Time spent in approved projects increasing competency in assigned areas. (Cannot be used for lateral movement on salary plan.)	1/15 hrs.
20.	Staff Meetings: Time spent in college-wide meetings, division meetings, or program area meetings.	.5/15 hrs
21.	Equipment Inventory: Time spent in keeping an accurate inventory of equipment and materials - especially in areas where a large amount of material is housed, or other special circumstances which require an accurate, up-to-date inventory.	.5/15 hrs

ACTUAL IMPLEMENTATION OF FACULTY SYSTEM

A. Initial Steps (Fall Semester)

1. President will develop a proposed assignment for each full-time faculty member.

2. Division Chairmen, Program Coordinator and faculty member will negotiate recommendations for actual assignment (to be completed in one group meeting).

3. Recommendation comes to President and Dean for acceptance.

4. Actual assignment shall be reviewed by workload time for consistency.

5. Congruence checks for previously agreed upon assignment should be made on September 8, September 30, and November 30, and continued assignments should reflect changes.

B. On Going

1. Step 2 and 5.

2. During Spring semester, a faculty team will be appointed to work with the President in evaluating the Faculty Assignment Classification System.

MONOTORING SYSTEM

The monitoring system to be used with the Faculty Assignment Classification System will be a very informal one as long as everyone is satisfied with the results.

Each faculty member will be supplied a scheduling book and will be asked to keep it up to date to allow us to determine whether or not the system is working. We are asking you to keep track of all assignments beyond scheduled classes.

Congruence checks for previously agreed upon assignments will be made by you and your supervisor on September 30 and November 30.

PROCEDURES

Title	Number	
FACULTY EVALUATION	2910	Page 1 of 1
Based on Policy Number Date Authorized by:		
(If applicable) Replaces Procedures Date:		

To be developed

VII. INSTRUCTION

PROCEDURES

Title	Number	
COURSE PLANNING	3000	Page 1 of 4
Based on Policy Number Date		
1805 10/25/77	Authorized by: Dean of Instruction	
(If applicable)		
Replaces Procedures	Date:	

1. Need is identified:

   (Program Coordinator is notified if not originator)

2. Program Coordinator determines:

   a. Nature of need

   b. Relationship to college goals

   c. Potential target group/audience

   d. Funds and/or equipment necessary

3. Program Coordinator prepares proposal (based on proper form). This would be the normal proposal procedure. However, a course may be proposed to the Curriculum Committee (using the proper form) by anyone else in the college. The actual implementation of any approved course is carried out by the Program Coordinator based on budget, faculty, availability, etc.

4. Program Coordinator submits course to curriculum committee for screening.

   a. Have procedural requirements been met?

   b. Does course conform to institutional goals?

   c. Does the course proposal information appear to be reasonably accurate?

5. Curriculum Committee can:

   a. Reject proposal as not meeting goals.

b. Return proposal to Program Coordinator (or other initiator) for further work.

c. Send academic and avocational courses to Instructional Team for final approval.

d. Give any vocational course approved to Director of Vocational Education.

6. The Director of Vocational Education will:

a. Prepare proper vocational forms, and

b. Have the appropriate advisory committee review the course, then

c. Forward the proposed course to the Instructional Team.

7. The Instructional Team will review a proposal. It may:

a. Give complete approval.

B. Give conditional approval (indicating that the designated number is to be 199 — in such cases the Program Coordinator will have the responsibility for later resubmitting the course for a change in the number -- showing justification for more permanent classification).

c. Reject the course as being contrary to college mission and goals or return it to Curriculum Committee as inadequately prepared.

8. If the course is approved:

a. The Registrar is notified.

b. The appropriate Program Coordinator is notified so that the course may be scheduled.

9. Vocational course proposals will then be presented to the Board of Governors for approval.

10. If Board approval is given, the course proposal is then sent to the State Board Curriculum Committee for approval.

11. If State Board approval is given, the vocational course can then be included in the catalogue.

Form #3000
(10/15/78)

Vocational _____

Academic _____

NORTHLAND PIONEER COLLEGE COURSE PROPOSAL

1. Course Title:

2. Course Description:

3. Credits:_____ 4. No. of Weeks _____ 5. No. of Hours _____

6. Potential Clients:

- ☐ Recent high school graduate
- ☐ Senior Citizen
- ☐ Etc.

7. Source of request:

☐ Student ☐ Community Member ☐ Board

☐ Faculty ☐ Advisory Committee

8. Area requesting:

☐ Holbrook ☐ Snowflake ☐ Whiteriver

☐ Winslow ☐ Show Low ☐ Oraibi ☐ Other

9. Maximum number of students:_____

10. Special Equipment needed:

11. Special Facilities needed:

12. As a result of taking this course the students will be able to do the following things:

13. Mode of Instruction:

- ▱ Traditional Classroom
- ▱ Individualized
- ▱ Workshop

14. Most advantageous semester for offering:

- ▱ Fall
- ▱ Winter

Why?

15. Possible text selection:

PROCEDURES

Title	Number	
PROGRAM DEVELOPMENT	3005	Page 1 of 4
Based on Policy Number Date		
1805 10/25/77	Authorized by: Dean of Instruction	
(If applicable)		
Replaces Procedures	Date:	

1. Need is identified - external or internal.
2. Receiver of program request makes contact with Director of program development who in turn will contact director of vocational education.
3. Director of program development researches similar programs at other community colleges, colleges, or Technical Institutes.
4. Vocational Director will conduct informal needs survey to determine what interests there might be in the community for this program.
5. Vocational Director will identify and meet with potential or proposed advisory committee concerning this possible program.
6. Director of Program Development will fill out program approval request -- see attached.
7. Director of Program Development, with Vocational Director, will present proposal to curriculum committee.
8. After receiving conditional curriculum committee approval, the Director of Vocational Ed will meet with the ad hoc advisory committee to determine learning competencies needed for program.
9. The Director of Program Development in conjunction with Vocational Director will translate these competencies into individual courses.
10. The proposed course is returned to the ad hoc advisory committee for additional input.
11. Proposed program is then sent to curriculum committee.

12. Curriculum committee approves, if adequate, and sends to Instructional Team.

13. The Director of Vocational Education prepares formal program proposal packet at this point.

14. If approved, Dean of Instruction (or designee) will present program to Governing Board.

15. If approved, Dean of Instruction will send it to curriculum committee of State Board.

16. If approved, Dean of Instruction will assign it to a division.

17. Division chairperson determines staffing arrangement and coordinator responsibility.

18. Director of Vocational Education will meet with PIO office to develop a publicity campaign.

19. Courses offered.

Northland Pioneer College's

Program Approval Request Form

1. _____
Individual or agency requesting program

2. Potential Employment Survey Results:

3. Ad Hoc Advisory Committee Members

_____ _____

_____ _____

_____ _____

4. Schools Offering Program:

_____ _____

_____ _____

5. Special Equipment Needed:

6. Special Facilities Needed:

7. Market Focus:

_____ Recent High School Graduate _____ In-Service Training

_____ Entry Level Training _____ Other (List)

8. Suggested Competencies:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

9. Suggested curriculum for AAS Degree or AS Degree

_____	_____
_____	_____
_____	_____

10. Suggested curriculum for certification

_____

_____

_____

11. The following internal agencies need to be considered prior to implementation of this program (i.e., State Director of the Nursing Board).

_____	_____
Director, Vocational Education	Ad Hoc Advisory Committee Chairman

PROCEDURES

Title	Number	
TEXTBOOK SELECTION	3010	Page 1 of 1
Based on Policy Number Date		
1805 10/25/77	Authorized by: Dean of Instruction	
(If applicable)		
Replaces Procedures	Date:	

1. All courses requiring texts will have a recommended text listed on the course outline.

2. Associate and full-time faculty may select the recommended text or any other text for the class they are assigned to teach -- exception must be to the bookstore (and the Program Coordinator notified) prior to November 1 and May 1 so the book can be ordered.

3. If by November 1 (for Spring Semester) and May 1 (for Fall Semester) an instructor has not selected the text (and for classes in which instructors have not at that time been hired), the Program Coordinator will see that the textbook order will have been made.

4. When the requested text is not available, out of print, or going to be inevitably delayed, the Program Coordinator will see that the replacement text is ordered (the Bookstore Manager must promptly notify the Program Coordinators of the problems encountered).

5. By April 1st of each academic year, the Program Coordinator will have reviewed all suggested texts and make any changes that in his or her judgement is necessary -- updating the course outline.

PROCEDURES

Title CLASS CANCELLATION AND MINIMUM ENROLLMENT	Number 3020	Page 1 of 2
Based on Policy Number 1805	Date 10/25/77	Authorized by: Dean of Instruction
(If applicable) Replaces Procedures		Date:

1. The general goal is to have a minimum enrollment of ten (10) students per class and to have only one cancellation date.

2. Exceptions to the minimum enrollment are:

   a. A class may end up with less than ten because it was thought that it would reach ten and did not.

   b. A class has six (6) or more students and is an essential class for a particular program in the minds of the administration.

   c. In centers other than Snowflake, Holbrook, Winslow and Show Low where the cancellation date is later in the process and offerings and more limited, a class may be continued with enrollment less than ten (10) people on a pro-rated basis.

3. A class cancellation meeting will be held on the Friday of the first week of class to make decisions regarding class cancellations in Winslow, Holbrook, Snowflake, and Show Low.

   a. Under special circumstances the Dean of Instruction will allow a postponement of the cancellation of a class in the above centers with the specific assignment to the Division Chairperson and the Program Coordinator to make that decision within a specified time limit.

   b. No class will be cancelled without the specific consent of the Dean of Instruction unless a special delegation of that authority is given as in number (a) above.

4. For extended Centers the class cancellation will take place on the first Monday after the second week of classes and will be based on enrollment data provided to the Director of Extended Services by Extended Center Coordinators.

   a. All class cancellations will be reported immediately back to Extended Center Coordinators by the Director of Extended Services.

   b. Director of Extended Services will notify Program Coordinators of Cancellation.

   c. Exceptions to the above will be specifically identified at the above meeting and the Director of Extended Services will be charged with disposing of the exceptions (making the late cancellations) within a specific amount of time.

   d. In those areas where a program Coordinator may have specific target groups in an extended area, i.e. Law Enforcement, Fire Science and Emergency Medical Training, the Program Coordinator must keep the local coordinator and Director of Extended Services informed as to the status of the class and enrollment so that the local coordinator can assist in recruitment, registration and communication and so that the appropriate decisions can be made regarding cancellation or non-cancellation.

PROCEDURES

Title	Number	
FIELD TRIPS	3025	Page 1 of 2
Based on Policy Number 1805	Date 10/25/77	Authorized by: President
(If applicable) Replaces Procedures		Date:

1. Field Trips are recognized as legitimate educational experiences.

2. In order to operationalize this philosophy, the following steps need to be carried out:

   a. Plan far enough ahead to secure resources in budget cycle for trip.

   b. Check with the Business Office to ensure that all liability for student injury or accident is covered.

   c. Complete attached form in the following manner:

      1. All requests for field trips should be initiated ten (10) school days prior to the activity.

      2. Submit the application in triplicate.

      3. One copy to Business Office, one copy stays with instructor, one copy to Director of Transportation.

      4. Driver of vehicle must have appropriate Driver's (Chauffeur's) License, if vehicle is a school vehicle.

      5. When trip is completed the instructor so indicates on his copy and sends it to the Dean of Instruction for record purposes.

NORTHLAND PIONEER COLLEGE - FIELD TRIP REQUEST FORM

1. Instructor requesting transportation:

2. Date of Field Trip: _____

3. Destination: _____

4. Number of students to be transported: _____

5. Desired time of departure: _____

6. Desired time of arrival at destination: _____

7. Desired time of return: _____

8. College Liability is covered in the following way:

_____

_____

_____

9. Approval:

_____ * _____
Date Signature of Instructor

_____ _____
Date Signature - Program Coordinator

_____ _____
Date Signature Division Chairman

* Two of the three signatures are required

Transportation required:

Passenger car_____

College Van_____

Chartered Bus_____

Comments on plans or needs for vehicles (clarify personal liability where private vehicles are used).

Field Trip Completed: _____
Instructor Signature

Form 3025
10/15/78

PROCEDURES

Title	Number	
COURSE GUIDES AND OUTLINES	3035	Page 1 of 4
Based on Policy Number 1805	Date 10/25/77	Authorized by: Dean of Instruction
(If applicable)		
Replaces Procedures		Date:

1. A course guide and outline is required to develop a common theme within similar courses in the same discipline. Each course is to be covered by a course outline. The Program Coordinator is responsible for seeing that a course outline is on file.

2. The attached form has been developed in order to insure a degree of consistency in each course area.

3. Our objective is to have all course guidelines completed and on file prior to the opening day of any semester.

4. The course outline is the recommended guideline. An instructor desiring to deviate from the outline may do so by submitting an alternative outline to the Program Coordinator by the first week of the semester in which the course is to be taught.

5. All recommended outlines should be reviewed each year and any necessary changes made prior to April 1st of each academic year.

Form No. 3035
(10/15/78)

NORTHLAND PIONEER COLLEGE - COURSE OUTLINE

Course Title_____

Course Description:

Course Credit_____
Number of Weeks_____
Maximum Enrollment_____

As a result of taking this course the student will be able to do the following things:

Mode of Instruction:

Individualized_____
Traditional Classroom_____

Types of Assignments:

Textbook Reading_____
Research Paper_____
Oral Reports_____
Written Examinations_____
Other (list)_____

Suggested Text(s) (Please list title, author, publisher, publisher's address)

Other learning resources available (indicate where resource can be located - Library, LRC, Program Coordinator's Office, etc.)

This outline was updated on _____ by _____
Date Program Coordinator

NORTHLAND PIONEER COLLEGE'S COURSE GUIDE

1. Date_____ 2. Course Title_____ 3. Credits_____

4. Instructor's Name_____ 5. Hours of Instruction _____

6. Program Coordinator_____ 7. Prerequisite(s)_____

8. Maximum number of Students_____

9. Catalog Description:

10. Working Course Description (if different from catalog)

11. Mode of Instruction:

___ traditional group
___ individual
___ independent
___ other _____

12 Facilities needed:

___ lab space
___ studio
___ general classroom
___ dark room
___ gym
___ other _____

13. Course Objectives: These are things the student will be able to do as a result of this class or things the student will have an opportunity to learn.

14. Special Target Group:

___ Recent High School Graduate
___ Senior Citizen
___ _____
___ _____

15. Special Assignments or projects (term paper, oral reports, etc.)

16. How will you determine student's grade?

17. Methods of Evaluation:

___ written tests
___ oral tests
___ critique
___ assessment conference

18. Special Equipment needed (provided by college)

19. Special Equipment needed (provided by student)

20. Materials needed from Learning Resource Center:

PROCEDURES

Title	Number	
COURSE AND PROGRAM EVALUATION	3040	Page 1 of 1
Based on Policy Number Date		
1100 10/25/77	Authorized by: President	
(If applicable)		
Replaces Procedures	Date:	

Although for individual faculty members and in some programs there are informal evaluations that are made in isolated cases, there is not now an institutional plan. These will be developed during the 1978-79 academic year.

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